

**Summary Report for Individual Task
011-15Q-0024
Perform Assumption of Duty Requirements
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the USAACE/Fort Rucker foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: As an Air Traffic Controller assigned to an ATC facility, given DA Form 3502, DA Form 3503, and appropriate manuals . Some iterations of this task should be performed in MOPP 4.

Standard: Preview the position, receive briefing, assume responsibility for, and review the position IAW FAAO JO 7110.65 Appendix D, TC 3-04.81, and appropriate facility directives.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You are coming to work a position within the facility.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: FAAO JO 7110.65 is a non-APD linked reference; this publication can be found on the Federal Aviation Administration (FAA) website under "Air Traffic Plans and Publications" or by going to the following address: http://www.faa.gov/air_traffic/publications/.

Performance Steps

1. Read the recent information file.
2. Read DA Form 3502 (Daily Report of Air Traffic Control Facility).
3. Read other operational data as specified by facility directives.
4. Preview the position.
 - a. Follow checklist and review the Status Information Area(s).
 - b. Observe position equipment, operational situation, and the work environment.
 - c. Listen to voice communications and observe other operational actions.
 - d. Observe current and pending aircraft and vehicular traffic and correlate with flight and other movement information.
 - e. Indicate to the specialist being relieved that the position has been previewed and that the verbal briefing may begin.
5. Obtain a verbal briefing.
 - a. Ensure the following areas are covered in the briefing:
 - (1) Communications.
 - (2) Traffic and airfield conditions.
 - (3) Equipment outages.
 - (4) Current and forecasted weather.
 - b. Ask questions necessary to ensure a complete understanding of the operational situation.
6. Make a statement or otherwise indicate to the specialist being relieved that position responsibility has been assumed.
7. Review the position.
 - a. Update the information obtained.
 - b. Check position equipment in accordance with facility directives.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: tup: Test this task in conjunction with other air traffic control facility related tasks. Brief Soldier: Tell the Soldier to perform assumption of duty requirements.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Read the recent information file.			
2. Read DA Form 3502 (Daily Report of Air Traffic Control Facility).			
3. Read other operational data as specified by facility directives.			
4. Previewed the position.			
5. Obtained a verbal briefing.			
6. Made a statement or otherwise indicated to the specialist being relieved that position responsibility has been assumed.			
7. Reviewed the position.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DA FORM 3502	Daily Report of Air Traffic Control Facility (LRA)	Yes	No
	DA FORM 3503	Air Traffic Control Position Log (LRA)	Yes	No
	FAAO JO 7110.65	Air Traffic Control (Use Current Version)	Yes	No
	TC 3-04.81(FM 3-04.303)	Air Traffic Control Facility Operations, Training, Maintenance, and Standardization	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. It is the responsibility of all Soldiers and DA civilians to protect the environment, and to participate in the Army's Environmental Management System (EMS) at the installation where they are assigned. The key points of an EMS are:

- We are committed to the prevention of pollution.
- We are committed to meeting all applicable legal and regulatory requirements.
- We will strive for continual improvement in environmental management.

A sustainable installation will use resources wisely to support the current mission, without compromising the ability to accomplish future missions.

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment and reduce waste during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None